

PERSONNELCivil Leave for Jury Duty and Subpoenaed Witnesses**A. Purpose**

To establish guidelines for civil leave for employees who have been subpoenaed as witnesses as a result of legal proceedings or summoned to serve on jury duty.

B. Jury Duty

1. An employee receiving a notice or summons of selection for jury duty will notify his/her supervisor as soon as possible after receiving the summons.
2. An employee who is called for jury duty and responds will be paid his/her regular salary for the day. The employee will submit a statement to the principal or immediate supervisor certifying services rendered immediately after returning to his/her position.
3. The principal or immediate supervisor will grant civil leave to the employee who is summoned for jury duty and will report the authorized absence on the employee leave report form with the employee's statement of services attached.

C. Subpoena

1. An employee who is subpoenaed as a witness as a result of legal proceedings may use civil leave if the subpoena was issued due to no fault of the employee.
2. The employee will notify his/her supervisor immediately after receiving the subpoena or summons and provide a copy of the legal document.
3. An employee using civil leave will be paid his/her regular salary for the day.
4. The principal or immediate supervisor will grant civil leave to the employee who is subpoenaed without fault and will report the authorized absence on the employee leave report form with a copy of the subpoena attached.

D. Legal Proceedings Related to Job

Employees will be granted leave without deduction in pay for the time necessary in any legal proceedings directly related to the employee's duties with the school division if the employee is required by law to attend.

Editor's Note

See also school board policy #5-44.

Approved by Division Superintendent: June 9, 1992

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